

## **Policy for Preservation of Documents**

### **Definitions**

- (a) Documents means papers, deeds, agreements records, books, financials and all other papers essential for the working of the company and for recording evidences and all other papers as required to be maintained by regulatory authorities.
- (b) Preservation means preserving and maintaining of the documents by the company in such a way that they are accessible for checking and production for such time as required by different statutes from time to time.
- (c) Regulations mean the **Securities & Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015**.

### **Objective**

In view of the new regulations brought into effect by the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements), Regulations. 2015 the company is adapting a policy with the name “**Policy for Preservation of Documents**”.

This policy will regulate, control and monitor the preservation, storing and keeping of documents of the company in the manner which will be beneficial for the company and which will be in adherence of the requirements of the new regulations made applicable by the SEBI.

### **Disposal and Destruction of Records**

The policy also ensures that the disposal and destroying of documents will be in the manner and mode which will not be harmful to the company.

The disposal or destruction will be done by the person authorised by the Company in this regard.

### **Confidentiality Requirement**

The policy also ensures that the confidentiality of documents will be maintained as much as required and the person authorised for preservation of documents will ensure the same.

## **Archival Policy of Listed Entity**

### **Definitions**

- (a) Archival means the process of archiving the documents of the Company.
- (b) Listed Entity means Usha Martin Education & Solutions Limited.
- (c) Regulations mean the **Securities & Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015**.

### **Objective**

In view of the new regulations brought into effect by the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements), Regulations, 2015 the company is adapting a policy with the name “**Archival Policy of Listed Entity**”.

This policy will ensure the collection, storage and maintenance of data in electronic mode with the motive of better storage and ease of access from anywhere and at any time.

### **Electronically Stored Information**

Recent years have seen the use of electronically stored information in an increased way and SEBI in view of the same has introduced the adaption of archival policy by listed entities.

The company in view of the same has decided to adopt the archives and store them on the website of the company.

The company has decided to archive information and documents of 5 previous years’ financial results and stakeholders disclosures as prescribed by Companies Act, 2013 and SEBI (Listing Obligations & Requirements) Regulations 2015, on the website of the company for better access by the stakeholders.

### **Responsibility and Maintenance**

The responsibility of updating and maintenance of archives will be in direct supervision of the Company Secretary.